



Asbury University
Academic Accessibility Resources
Agreement for Alternative Textbooks

Academic Year: _____

Students who qualify to receive books in an alternative format must complete and submit Academic Accessibility Resources paperwork for the current semester along with this application and a copy of the syllabus for each book requested.

*We will attempt to obtain books in electronic format (pdf) from the publisher of the requested book. If the book is not available in pdf format, we will scan your copy of the book to convert it to electronic format. If we need to scan a book, it is important that we have a class syllabus so that we can have materials ready on a week-by-week basis.

*When we have to scan textbooks, it is our goal to keep the books intact; if it is not possible to scan the book properly without disassembling the book, we will remove the binding to scan the pages.

Other information to keep in mind:

- We must have a copy of the receipt for each book requested in an alternative format.
- **Book requests may take up to 4 to 6 weeks to fulfill**, depending on the source of the alternative format. Book requests will be processed in the order they are received.
- All forms in this packet can be emailed to:
- victoria.slocum@asbury.edu,
- Mailed to:
- Victoria Slocum
- Asbury University
- 1 Macklem Drive
- Wilmore, KY 40390
- or hand delivered to the Academic Accessibility Resources office in the Kinlaw Library, room 241.



Asbury University

Academic Accessibility Resources

Agreement Pertaining to the Use of Recorded, Electronic or Other Alternatively Formatted Course Materials

Students must submit this form as part of the required *Application for Alternative Textbooks* each semester that they request books in alternative formats. Place a check mark in each box if you agree with the statement.

- I agree that I am enrolled for the semester and the particular course(s) for which I am requesting alternatively formatted instructional materials.
- I have provided the designated university official with appropriate documentation of the disability that prevents me from using standard - instructional material. I understand that this documentation will be kept on file at the university.
- I understand that I must purchase instructional materials at the same cost as other students.
- I agree that I will not copy or reproduce alternatively formatted instructional materials nor allow anyone else to do so pursuant to the requirements of the copyright revision act of 1976 as amended (17 U.S.C. §101 et seq.).
- I will not share alternatively formatted materials with any other party. I understand that any violation of this agreement may be considered a violation of the Academic Accessibility Contract and may result in penalties and the loss of the accommodation. Violations may also constitute a violation of federal and/or state laws and may result in civil or criminal prosecution, payment of fines or other moneys to the copyright holder, and/or incarceration.
- I understand that if I need any other materials scanned during the semester (i.e. syllabi, course handouts, materials for research projects, etc.) that I need to request them a minimum of 1 full week before the scanned copies of the requested materials are needed.

This agreement shall be signed by the student and the designated university official and kept on file for each semester in which the student requests alternatively formatted materials. This agreement must be on file before students can receive books in an alternative format.

I have read and understand the policies and procedures outlined above and agree to comply with them.

Signature of student

Date

Signature of University Representative

Date

Person reading document to student

Date



Asbury University
Academic Accessibility Resources

Alternative Textbook Request

Student Name: _____

Asbury email address: _____

Semester for which textbooks are needed: _____

Students must submit the following information for each textbook:

Book 1

Course Number/Section:	Course Professor:
Title of Book:	Author:
Publisher:	Edition:
Copyright Date:	ISBN# (use ISBN-13 if provided):
Office Use Only: Emailed Publisher: Requested: Received: Notes Uploaded to Google Drive: Assigned to Student's Folder: Email Sent to Student:	



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Book 2:

Course Number/ Section:	Course Professor:	
Title of Book:	Author:	
Publisher:	Edition:	
Copyright Date:	ISBN# (use ISBN-13 if provided):	
Office Use Only: Emailed Publisher: Requested: Received: Notes:		Uploaded to Google Drive: Assigned to Student's Folder: Email Sent to Student:

Book 3:

Course Number/ Section:	Course Professor:
Title of Book:	Author:
Publisher:	Edition:
Copyright Date:	ISBN# (use ISBN-13 if provided):
Office Use Only: Emailed Publisher: Requested: Received:	Notes:



Asbury University
Academic Accessibility Resources

Book 4:

Course Number/ Section:	Course Professor:
Title of Book:	Author:
Publisher:	Edition:
Copyright Date:	ISBN# (use ISBN-13 if provided):
Office Use Only: Emailed Publisher: Requested: Received:	Notes:

Book 5:

Course Number/ Section:	Course Professor:
Title of Book:	Author:
Publisher:	Edition:
Copyright Date:	ISBN# (use ISBN-13 if provided):
Office Use Only: Emailed Publisher: Requested: Received:	Notes:



Asbury University
Academic Accessibility Resources

Book 6:

Course Number/ Section:	Course Professor:
Title of Book:	Author:
Publisher:	Edition:
Copyright Date:	ISBN# (use ISBN-13 if provided):
Office Use Only: Emailed Publisher: Requested: Received:	Notes:

Book 7:

Course Number/ Section:	Course Professor:
Title of Book:	Author:
Publisher:	Edition:
Copyright Date:	ISBN# (use ISBN-13 if provided):
Office Use Only: Emailed Publisher: Requested: Received:	Notes:



Asbury University
Academic Accessibility Resources

Book 8:

Course Number/ Section:	Course Professor:
Title of Book:	Author:
Publisher:	Edition:
Copyright Date:	ISBN# (use ISBN-13 if provided):
Office Use Only: Emailed Publisher: Requested: Received:	Notes:

Book 9:

Course Number/ Section:	Course Professor:
Title of Book:	Author:
Publisher:	Edition:
Copyright Date:	ISBN# (use ISBN-13 if provided):
Office Use Only: Emailed Publisher: Requested: Received:	Notes:



Asbury University
Academic Accessibility Resources

Book 10:

Course Number/ Section:	Course Professor:
Title of Book:	Author:
Publisher:	Edition:
Copyright Date:	ISBN# (use ISBN-13 if provided):
Office Use Only: Emailed Publisher: Requested: Received:	Notes:

Book 11:

Course Number/ Section:	Course Professor:
Title of Book:	Author:
Publisher:	Edition:
Copyright Date:	ISBN# (use ISBN-13 if provided):
Office Use Only: Emailed Publisher: Requested: Received:	Notes: